



MUNICIPAL OFFICES

David Hanselman
Mayor

John B. Michrina
City Manager-Clerk

REQUIREMENTS FOR OBTAINING A BUSINESS LICENSE

The following is a list of requirements for obtaining a Business License in the City of Center Line.

1. An application for a Business License must be filed with the City Clerk's Office. You will be notified in writing upon approval of the license. A fee of \$100 will then be due.
2. A criminal history waiver must be completed for each person listed on the application.
3. An application for a Certificate of Occupancy must be filled with the Building Department and the inspection must be completed before the Business license application can be approved. Fee for Certificate of Occupancy: \$300 for businesses under 50,000 square feet. \$400 for businesses over 50,000 square feet.
4. An Electrical Permit must be obtained for any electrical repairs or replacements. This permit must be obtained by a licensed contractor.
5. A Plumbing Permit must be obtained for any plumbing repairs or replacements. This permit must be obtained by a licensed contractor.
6. A Building Permit must be obtained for any interior or exterior building alterations.
7. If food will be offered for sale, a permit must be obtained from the Macomb County Health Department.
8. All inspections must be completed and departmental approvals received prior to approval of a Business License of a Business License and Certificate of Occupancy.
9. Hazardous Chemical Survey must be completed prior to Fire Department approval of a Business License. Please be sure to return these forms to the Public Safety Department.

A business MAY NOT BE OPENED until a Business License has been issued.

If there are any questions, contact the City of Center Line at 757-6800.

Roger A. Pinch
Chief Building Inspector

CITY OF CENTER LINE
CERTIFICATE OF OCCUPANCY APPLICATION

PLEASE READ THE PARAGRAPH'S BELOW, CONCERNING YOUR INSPECTION

RESULTS WILL BE GIVEN IN WRITING WITHIN 7 TO 10 DAYS
NO INFORMATION WILL BE GIVEN OVER THE PHONE OR BY FAX

⌚ Due to the volume of inspections, we are unable to schedule specified times. Inspections are performed between 9:00 A.M. and 4:00 P.M. on Tuesday and Thursday of each week, unless otherwise notified.

PLEASE NOTE!! The fee includes **one (1)** re-inspection, however, it does **not** include any permit fees, should there be any required by the inspection results. Fee by square footage: \$300 for up to 50,000 square feet, \$400 for over 50,000 square feet.

There will be two (2) inspectors that will inspect the property. The inspectors do **not** travel together. Persons unable to be present during the inspection may leave a key with City Hall or install a lockbox and leave the combination with City Hall. **Inspectors do not call before going to a property for inspection.

Building Address: _____

Business Name: _____

Building Use: Comm: _____ Lt. Indus.: _____ Heavy Indus.: _____ Other: _____

Explain Use: _____

Applicant/Tenant Name: _____

Home Address: _____

Telephone #: _____ Date of Birth: _____

Driver's License# (of applicant) _____
(A copy of the applicant's driver's license is also needed)

Building Owner: _____

Owner address: _____

Total Square footage/Tenant Usage: _____ No. of Floors: _____

Width/Length: _____ Max. Number of Employees: _____ Largest Single Shift: _____

Date: _____ Applicant's Signature: _____
Print Name: _____

OFFICE USE ONLY:

DATE OF INSPECTION _____ RECEIPT # _____

Circle Fee: \$300 \$400
 0-50,000 sq.ft. over 50,000 sq. ft.



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I, the undersigned, authorize **City of Center Line** to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction.

Name: _____

Address: _____

City, State, Zip: _____

Date of Birth: _____ Social Security Number: _____

Drivers License Number: _____ State: _____

Name of Business: _____

Business Address: _____

Signature of Applicant

Date: _____



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Dear Business Facility Owner/Operator,

Section 14i of the Michigan Occupational Safety and Health Act (MIOSHA), Act No. 154, P.A. of 1974, as amended, requires that each fire chief prepare and disseminate to each fire fighter information on facilities within their jurisdiction that use or produce hazardous chemicals.

The Michigan Fire Prevention Code, Act No. 207, P.A. of 1941, as amended, requires that any firm handling hazardous chemicals provide information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of MIOSHA can be met.

To assist our department in fulfilling its responsibilities under MIOSHA, we are requesting that you complete the enclosed survey. If your firm **does not use** or produce any hazardous chemicals (see attached definitions), **you still need to complete the form**. This information can be beneficial to you and our fire fighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include material safety data sheets (MSDS): a listing of the hazardous chemicals by name, along with the greatest amount that may be located on site at any one time; and the actual locations of the chemicals at your facility.

Please complete the survey and forward to Center Line Department of Public Safety, 7070 E. Ten Mile Road, Center Line, MI. 48015, ATTN: Fire Division Chief within 10 days. All surveys, **including negative responses**, will be kept on file for future use and to satisfy MIOSHA requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

If you have any questions, please contact me at (586) 757-2203. Thank you for your cooperation.

Charles Schubert
Fire Division Chief
City of Center Line Department of Public Safety

CHEMICAL SUREV

Information: This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are requested to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended, and the Fire Prevention Code, PA 207 of 1941, as amended.

Instructions: Indicate below whether your site uses or produces any of the chemical types listed. Check all the Categories that apply when a chemical has more than one characteristic, (example: both a Class 3 flammable and A Class 6 poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate The quantity category for each chemical group on your site. To complete this survey, you may need to reference Material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

(Note: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, mark "DO NOT HAVE" box.)

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a Revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but at least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated I the attached cover letter.

This site is:

- ☐ **Chemical User** – (chemicals used in activities on site)
- ☐ **Chemical Producer** - (Chemicals manufactured at this site, includes packaging)
- ☐ **Other** – Mark this box if chemicals are stored on site, but not used or produced.
Please specify (Examples: service station, retail store, storage facility)

Date Completed:

Site Address:

Name of Premises:

Site Telephone:

Emergency Contacts: (Include Private Alarm/Security Companies)

Name/Title	Business Telephone	Home Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Respond based on the maximum quantity you would have on-site, including storage, at any one time during the year.

Check 1 Box for Each Category				
Chemical type	Specified quantity	Have at or Above Specified Quantity	Have but Below Specified Quantity	Do Not Have
Class 1				
Explosives & Blasting Agents (Not including Class C Explosives)	Any Quantity			
Class 2				
Poison Gas	Any Quantity			
Flammable Gas	100 gal. water capacity			
Non-Flammable Gas	100 gal. water capacity			
Class 3				
Flammable Liquid	1,000 gallons			
Combustible Liquid	10,000 gallons			
Class 4				
Flammable Solid (Dangerous when wet)	100 lbs.			
Flammable Solid	500 lbs.			
Spontaneously Combustible Material	100 lbs.			
Class 5				
Oxidizer	500 lbs.			
Organic Peroxide	250 lbs.			
Class 6				
Poison	500 lbs.			
Irritating Material: Liquid	1,000 gal.			
Irritating Material: Solid	500 lbs.			
Class 7				
Radioactive Material (Yellow III Label)	Any Quantity			
Class 8				
Corrosives: Liquid	1,000 gal.			
Corrosives: Solid	500 lbs.			
No DOT Category				
Known Human Carcinogen	Any Category			

Please return within ten days to the official indicated in the cover letter attached to this survey.

HAZARDOUS CHEMICAL DEFINITIONS

Carcinogen – A Chemical is considered to be a carcinogen if: 1) it has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen; or 2) it is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition), or 3) it is regulated by OSHA as a carcinogen.

Combustible: Any liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 300 degrees F (93.3 degrees C) except any mixture having components with flashpoints of 200 degrees F (93.3 degrees C), or higher, the total volume of which make up 99 percent or more of the volume of the mixture.

Corrosives – liquid and solid – Any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.

Explosives and blasting agent – (not including Class C explosives) – “Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. “Blasting Agent” means a material designed for blasting. It must be so insensitive that there is very little probability of 1) accidental explosion, or 2) going from burning to detonation.

Flammable liquid – Any liquid having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 100 degrees F (37.8 degrees C) or higher, the total of which makes up 99 percent or more of the total volume of the mixture.

Flammable gas – A gas that can burn with the evolution of heat and a flame. Flammable compressed gas is any compressed gas of which: 1) a mixture of 13 percent or less (by volume) with air is flammable, or 2) the flammable range with air is under 12 percent.

Flammable solid – A solid, other than a blasting agent, or explosive, that is liable to cause fire through friction, absorption or moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.

Flammable solid (dangerous when wet) – Water Reactive Material (Solid) – Any solid substance (including sludges and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec.171.8)

Irritating material – liquid and solid – A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.

Non-flammable gas – Any compressed gas other than a flammable compressed gas.

Organic peroxide – An organic compound that contains the bivalent –O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer – A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases. Example being: chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.

Poison – Less dangerous poisons, toxic – substances, liquid or solids (including pastes and semi-solids) so toxic to man that they are a hazard to health during transportation.

Poison gas – Extremely dangerous poisons, highly toxic – poisonous gases or liquids – a very small amount of the gas, or vapor of the liquid, mixed with air is dangerous to life.

Radioactive material (yellow 111 label) – Any material, or combination of materials, that spontaneously gives off ionizing radiation.

Spontaneously combustible material - (Solid) A solid substance (including sludges and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.